



CITY BOARDS, COMMISSIONS & COMMITTEES

These are descriptive summaries of the functions and responsibilities of city boards, commissions and committees. Most of these bodies are advisory in nature and were established in order to provide government agencies with citizen participation. Members of these bodies are appointed by the mayor and confirmed by the City Council, except where otherwise noted. Members do not receive salaries or pay.

HONOLULU COMMITTEE ON AGING

Law does not fix *membership* size and terms are co-terminus with the mayor. (It includes one elected official; one ex-officio liaison member from the State Policy and Advisory Board on Elderly Affairs).

The Honolulu Committee on Aging advises the mayor and the Elderly Affairs Division, Department of Community Services on issues, problems and needs of older people in the community. Sub-committees on Advocacy, Planning and Senior Recognition assist with policy and program development.

HONOLULU COUNTY ARBORIST ADVISORY COMMITTEE

Nine members, terms co-terminus with the Mayor (includes one ex-officio member, the director of the Department of Planning and Permitting)

The County Arborist Advisory committee researches, prepares and recommends to the City Council trees of exceptional character to be protected by ordinance; the committee also advises property owners relative to the preservation and enhancement of “exceptional” trees, reviews all actions deemed by the council to endanger “exceptional” trees and recommends to the council appropriate protective ordinances, regulations and procedures. Act 105 mandates the County Arborist Committee, Session Laws of Hawaii 1975.

MAYOR’S ADVISORY COMMITTEE ON BICYCLING

Presently eight members; the number of members is not limited; terms are co-terminus with the mayor.

The Mayor’s Advisory Committee on Bicycling advises the mayor on the city’s planned and existing bikeways, promotes safety and education programs for bicyclists and seeks to improve communication and interactions between public and private agencies concerned with bicycling.

MAYOR’S BEAUTIFICATION ADVISORY COMMITTEE

Eighteen members, number of members not limited.

The work of the Mayor’s Beautification Advisory Committee includes identifying areas within city public rights-of-way that may be enhanced by beautification landscaping, and helping to identify resources for the maintenance of beautification projects once they are completed.

CHILD CARE ADVISORY BOARD

Nine members (Four members are appointed by the mayor, four by the City Council, and the ninth member is appointed by the mayor and confirmed by the council).

The Child Care Advisory Board advises on the means to encourage the private sector to become partners with the city in expanding child care services, and to increase the public’s awareness of child care issues; it also serves as a forum for the community to address child care needs and consider appropriate actions for public and private implementation.

BUILDING BOARD OF APPEALS

Nine members, five-year staggered terms.

The Building Board of Appeals hears and determines appeals regarding decisions of officials of the Department of Planning and Permitting in the administration of building, electrical, plumbing, housing and fire codes. The board also hears and determines requests for code variances.

CITIZENS ADVISORY COMMISSION ON CIVIL DEFENSE

Five members, five-year staggered terms.

The Citizens Advisory Commission on Civil Defense advises the mayor, the City Council, and the Oahu Civil Defense administrator on matters pertaining to disaster emergency planning and operations, and promotes community participation, understanding and interest in civil defense preparation.

CIVIL SERVICE COMMISSION

Five members, five-year staggered terms.

The Civil Service Commission advises the mayor and the director of the Department of Human Resources on matters concerning personnel administration, advises and assists the director in fostering the interest of institutions of learning and/or civic, professional and employee organizations in the improvement of personnel standards, makes any investigation which it may consider desirable concerning personnel administration, hears appeals, and prescribes rules and regulations.

Commission on Culture and the Arts

Eleven members, five-year staggered term.

The Commission on Culture and the Arts assists the city in the preservation of the artistic and cultural heritages of all people residing in Honolulu. The commission also makes recommendations concerning the “Art in City Buildings Ordinance” in connection with the acquisition of art works and the acceptance of works of art offered as gifts.

Recommendations are made in the area of community aesthetics to the Executive and Legislative branches of the city after reviewing all planned and existing city buildings, grounds and facilities.

MAYOR’S COMMITTEE FOR PEOPLE WITH DISABILITIES

Membership size not fixed by law, terms co-terminus with mayor.

The Mayor’s Committee for People with Disabilities makes recommendations on modifications to public facilities, such as curb ramps and TheBus operations; and generally advocates, promotes and advises on how the special needs of the disabled community can be better served and interwoven with those of the general community.

DESIGN ADVISORY COMMITTEE

Eight members whose terms are co-terminus with the mayor.

The Design Advisory Committee advises the Department of Planning and Permitting on design issues related to project proposals; reviews applications, and assesses appropriateness and conformity to design standards and guidelines for development within the Special Districts.

MAYOR’S EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

At least 11 voting members, no more than 20 members including ex-officio. Staggered terms, minimum of two years, 1/3 of terms expire each year. Co-terminus with the mayor.

The Emergency Medical Services Advisory Council advises the mayor, Honolulu Emergency Services, and the state’s Department of Health and Emergency Medical Services Advisory Committee on matters relating to emergency medical services on Oahu.

ETHICS COMMISSION

Seven members, five-year staggered terms.

The Ethics Commission determines whether there have been any violations of the standards of conduct provisions of the Honolulu City Charter or ordinances by any officer or employee of the City and County of Honolulu. It recommends disciplinary action through advisory opinions to the appointing authority.

NEIGHBORHOOD COMMISSION

Nine members, five-year staggered terms. (Four members are appointed by the mayor, four by the City Council; one is appointed by the mayor and confirmed by the council).

The Neighborhood Commission periodically reviews and evaluates the effectiveness of the Neighborhood Plan and the Neighborhood Boards. The commission also assists in the formation of Neighborhood Boards and the operation of Neighborhood Boards, upon request.

BOARD OF PARKS AND RECREATION

Nine members, five-year staggered terms.

The Board of Parks and Recreation advises the mayor, City Council and director of Parks and Recreation on matters relating to recreational, cultural and entertainment activities and facilities of the City and County.

POLICEMEN, FIREMEN AND BANDSMEN PENSION BOARD

Three members, five-year terms.

The Policemen, Firemen and Bandsmen Pension Board administers the county pension system for policemen, firemen and bandsmen and their beneficiaries who are ineligible for benefits under the State Employees’ Retirement System and who are not recipients or beneficiaries of pensions from the state or other counties.

BOARD OF REVIEW I, BOARD OF REVIEW II (REAL PROPERTY TAX ASSESSMENT).

Five members per board, five-year staggered terms.

Although attached to the Real Property Assessment Division of the Department of Budget and Fiscal Services for administrative and clerical assistance, the Boards of Review are independent bodies established to settle disputes between the taxpayer and the real property tax assessor. While most cases settled by the boards involve differences of opinion over the assessed valuation of real property, the boards also decide issues involving the disallowance of exemptions by the assessor.

SALARY COMMISSION

Three members are appointed by the mayor, three by the City Council; the seventh is appointed by the mayor and confirmed by the council.

The commission shall consist of seven members, who shall serve for staggered terms of five years and until their successors have been appointed and qualified. The Salary Commission establishes the salaries of all elected city officials and certain appointed city officials in accordance with the principles of adequate compensation for work performed and preservation of a sensible relationship to the salaries of other city employees.

HONOLULU COUNTY COMMITTEE ON THE STATUS OF WOMEN

Law does not fix membership size, four-year staggered terms.

The Honolulu County Committee on the Status of Women advises the mayor and the State Commission on the Status of Women on matters of concern to Oahu's women. Its duties include the public recognition of women's contributions, assessment of changes in women's status and promotion of equality for both sexes.

ZONING BOARD OF APPEALS

Five members, five-year staggered terms.

The Zoning Board of Appeals hears and determines appeals regarding decisions of the director of Planning and Permitting in the administration of zoning and subdivision ordinances and related rules and regulations. The Board also hears requests for variances from the Land Use Ordinance.

TRANSPORTATION COMMISSION

Seven members, five-year staggered terms.

The Transportation Commission annually evaluates the performance of the director of the Department of Transportation Services, reviews and makes recommendations on rules concerning the administration and operation of the department, the department's annual budget, changes to the public transit fare structure when deemed necessary, and on the performance of public transit and other transportation system contractors under the jurisdiction of the department; does not interfere in anyway with the administrative affairs of the department.

OAHU WORKFORCE INVESTMENT BOARD (WIB)

51 members appointed by the Mayor

The Oahu Workforce Investment Board (WIB) replaced the Oahu Private Industry Council and was created in response to the passage of the federal 1998 Workforce Investment Act. The act mandated the local governments to establish training and employment programs designed to meet the needs of local businesses and the needs of job seekers including those who want to further their careers. WIB is responsible for the development of a local strategic workforce investment plan for the City and County of Honolulu.

BOARD OF PUBLIC GOLF COURSES

Seven members appointed by the Mayor, terms are co-terminus with the mayor.

The Board of Public Golf Courses is vested with the responsibility of advising the mayor, the City Council, and the director of Enterprise Services on matters related to the services provided by public golf courses under the city's jurisdiction.

HISTORIC PRESERVATION ADVISORY COMMITTEE

7 members appointed by the Mayor, whose term to be co-terminus with Mayor's term.

The Historic Preservation Advisory Committee provides advice to the mayor and director of Planning and Permitting on matters relating to the preservation of historic artifacts, sites, building and all other properties of historic significance to the people of the City and County of Honolulu.

MAJOR BOARDS AND COMMISSIONS

BOARD OF WATER SUPPLY

Seven members, five-year staggered terms. (Includes two ex-officio members: The Chief Engineer of the City Department of Public Works and the Director of the State Department of Transportation).

The Board of Water Supply sets policies and prescribes regulations for the management, control and operation of the public water systems on Oahu and the properties of these systems, and fixes and adjusts rates and charges for the furnishing of water services. The Board also appoints the Manager and Chief Engineer of the Board of Water Supply.

FIRE COMMISSION

Five members, five-year staggered terms.

The Fire Commission appoints the fire chief and reviews and makes recommendations on the following: the annual budget of the Fire Department prepared by the chief, as necessary; the department's operations for the purpose of recommending improvements to the fire chief; evaluates at least annually the performance of the fire chief and submits a report to the mayor and the City Council; reviews personnel actions within the department for conformance with the policies of recruitment, promotion and training; hears complaints of citizens concerning the department or its personnel; and, if deemed necessary, makes recommendations to the fire chief on appropriate corrective actions; submits an annual report to the mayor and the Council on its activities; does not interfere in any way with the administrative affairs of the department.

LIQUOR COMMISSION

Five members, five-year staggered terms.

The Liquor Commission issues liquor licenses and oversees the activities of licensees according to state law and its own regulations.

PLANNING COMMISSION

Nine members, five-year staggered terms.

The Planning Commission advises the mayor, City Council and the director of the Department of Planning and Permitting on matters relating to land use and development. The commission reviews, holds public hearings and makes recommendations on revisions and amendments to the General Plan and the Development Plans. It also reviews and holds hearings on zoning ordinances and amendments thereto and on State Special Use Permits. In addition, the commission comments on rules and regulations that deal with zoning and land subdivision as prepared for the director of Planning and Permitting. The Planning Commission comes under the Department of Planning for administrative purposes.

POLICE COMMISSION

Seven members, five-year staggered terms.

The Police Commission appoints the chief of police, reviews rules and regulations for the Administration of the Police Department, and evaluates, considers and investigates charges brought by the public against the conduct of the Police Department or any of its members. It also reviews the annual budget prepared by the Police Department and may make recommendations thereon to the mayor.